

**NASHUA PUBLIC LIBRARY  
2 COURT STREET  
NASHUA, NEW HAMPSHIRE 03060**

**LIBRARY BOARD OF TRUSTEES MEETING**

May 5, 2020  
7:00 P.M.

**AGENDA**

1. Review of monthly bills and trust fund requests
2. Approval of Minutes from February meeting
3. Circulation policy approval
4. Plaza renovation update
5. Planning for reopening
5. Other Business

REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE NASHUA PUBLIC LIBRARY

A regular meeting of the Board of Library Trustees was held at 7:00 pm on February 4, 2020, in the Chandler Memorial Wing at the Nashua Public Library, 2 Court Street, Nashua, New Hampshire.

Trustees present were:

Linda Laflamme (Chair)  
David Pinsonneault  
Scott Jaquith  
Kristin Kane

Also present was Library Director, Jen McCormack, and Assistant Library Director Jenn Hosking, who took the minutes.

Chairman Laflamme called the meeting to order at 7:00 pm.

Public comment period: None

The Board examined the bills and, upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, unanimously:

RESOLVED that bills in the amount of **\$36,812.26** be approved for payment from the **Regular** budget and bills in the amount of **\$45.40** be approved for payment from the **Fines** budget.

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Jaquith, the Board unanimously **approved to following trust fund expenditures:**

- **\$600 from the Zylonis Trust awarded to LABAS to fund a musical performance by Tutto a Dio on February 28, 2020**
- **\$2,272 from Miscellaneous Donations to the Friends of the Nashua Public Library for furniture and equipment for the children's room and summer**

**reading t-shirts for library staff. (This amount matches a donation from the Friends for these purchases)**

- **\$3,000 from the Bloomfield Trust to help fund library concert series in FY20.**

Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, the Board unanimously **approved the minutes of the January 7, 2020 meeting.**

Nashua International Sculpture Symposium board members Gail Moriarty and Dotty Silber presented a proposal to include a piece of the library's property on the list of approved sites for artists to assess as a potential site for their sculpture. Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, the Board unanimously **agreed to be included on the list of approved sites for the Nashua International Sculpture Symposium.**

Director McCormack presented the library's FY21 budget proposal. Director McCormack highlighted some adjustments to the operating lines to accommodate a contingency amount for contract negotiations. Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, the Board unanimously **approved Director McCormack to present this FY21 budget proposal to the City for adoption.**

Upon a motion duly made by Mr. Jaquith, seconded by Mr. Pinsonneault, the Board unanimously **approved the Nashua Creates Local Author Collection Development Policy.**

Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, the Board unanimously **approved a revised Donation Policy.**

Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, the Board unanimously **approved a revised Meeting Room Policy.**

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Jaquith, the Board unanimously **nominated to bring forth Ms. Laflamme to the Board of Alderman for another**

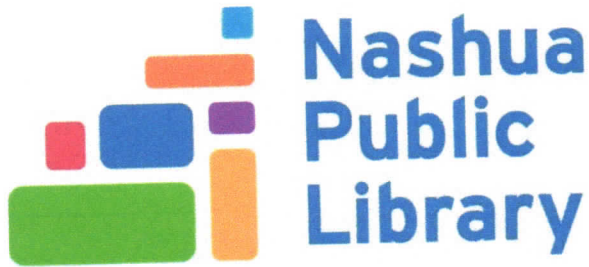
**appointment to the Nashua Library Board of Trustees to finish a vacated term ending in 2027.**

There being no further business to come before the Board, upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Jaquith, the Trustees unanimously:

RESOLVED: That the meeting be adjourned at 8:02 pm.

Attest \_\_\_\_\_

David K. Pinsonneault, Secretary



**May 1, 2020**  
**Director's Report**

- **Current status:** The report below is from the city's COVID19 situation report, all city departments update similar information on a weekly basis tracking what city services are being provided and how. As of this week I'm in the building daily for at least half of the day and our Maintenance and janitorial staff are working some hours in the building doing deep cleaning and catching up on projects. Some of the technical services staff have been working from home doing database cleanup: that project is now complete but additional staff will be working from home during the next 2 weeks placing final orders of materials. I am still participating in the daily calls with the Emergency Operations Center and along with 2 of our librarians am participating in the "future planning" taskforce, identifying resources to help the city move forward on reopening.

**Library**

Normal Services: None

Modified Services: None

Virtual Only Services:

- Chat reference 8AM-8PM M-F, 10AM-2PM Saturday
- eMedia and eLearning resources: streaming film, ebooks, eAudio, Universal Class, Transparent Language, CreativeBug, Ancestry
- Email account support
- Social media presence
- Nashua Creates: platform for local authors, filmmakers and musicians to submit digital works.

Discontinued Services: Building is closed

Metrics:

- 501 cards issued online
- 30 chat reference sessions
- 64 support emails
- 966 new eMedia/eLearning accounts created
- 20,413 eMedia, eLearning uses
- 58 participants in online reading challenge
- 12 eBooks submitted via Nashua Creates platform

Staffing:

Regular Schedule: 1 (Half remote, half in the building)

Modified Schedule: 3

Remote Only: 19 including Asst. Director

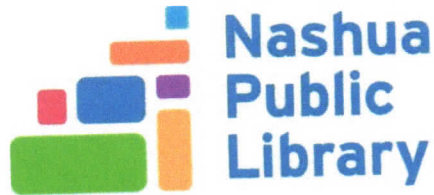
Quarantine/Isolation: 0



- **Emergency Leave order extended:** the Mayor has extended the Emergency Leave policy that was put in place in March through at least May 15<sup>th</sup>. Staff will continue to be paid as usual.
- **Plans for reopening:** This is a very rough draft of our plans for a phased reopening of the library and resuming services. Based on the direction given by the city's Emergency Management Director and Safety officer our top priority will be to continue providing as many services as possible remotely and minimize the need for customers and staff to be in the building: with that in mind you'll see that my first steps will be to expand our Books by Mail service to anyone in a high risk category for complications from COVID19 and then to offer curbside pickup for customers who have placed holds on materials. Any handling of materials will wait until we hear the results of a study that the IMLS has funded regarding safe handling of returned library materials that report is probably still several weeks away. The Chandler Wing and our meeting rooms are not likely to be open until the fall at least, unless there is a drastic change in the CDC's guidance regarding social distancing and group activities.

○ **We are here: Preopening phase:** cleaning inside and out, minor maintenance, resume mail and deliveries

- 3 staff plus Director working in the building part time
- **Phase 1: establish expanded Books By Mail**
  - Open book drops, encourage customers to return materials
  - Establish workflow and space for next phase
  - Technical services staff working part time to begin processing new materials
- **Phase 2: Add curbside delivery, reactivate holds**
  - Admin office staff at work part time to process invoices for materials
  - Library assistants and pages work part time to provide curbside pickup
  - Security staff to work with NPD to clear out the "moats"
- **Phase 3: limited in person services**
  - Some public computers, based on recommendations from safety officer
  - Self check stations only for circulation
  - Minimal seating available, security staff will work to keep customers from lingering in the building.
- **Staffing changes:** John Milton has announced his plan to retire on May 31, 2020 after 20 years of service. As of 4/30 the city has instituted a hiring freeze so we will not be able to fill this vacancy.



**April 9, 2020**

**To: Mayor James Donchess**

**Sarah Marchant, Director, Community Development**

**From: Jennifer McCormack, Library Director**

In response to the questions from Budget Review about the Library plaza renovation I thought it would be helpful for you to have some information readily available about the need for the renovation.

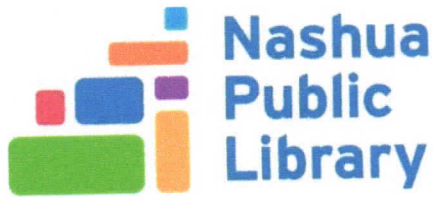
- This project brings the plaza into compliance with the ADA, the current walkway is too steep and many residents with walking disabilities are prevented from using the library.
- The plaza area is currently in poor condition, the soil is too compacted for grass to grow and the hardscape is uneven causing trip hazards and drainage problems. Run off from the plaza is creating an erosion problem along the walkway which creates additional trip hazards.
- A lack of frequent active use is inviting undesirable use of this space including loitering, public drinking and littering. In the last several years I've had to remove all of the shrubbery from the plaza to deter people from camping there. Improvements to the space will allow for a full schedule programming by the library and other organizations and encourage more desirable use of the green space.
- New lighting will improve public safety and permit active programming in the evening.
- The proposed playground and fitness equipment provides downtown residents access to fitness and recreational opportunities in a space that is monitored by security cameras and library staff and offers public restrooms during the hours that the library is open.
- Finally I would point out the library grounds will be a primary point of access to the riverfront on the east side of Main Street, the plaza renovation is a natural accompaniment to that investment.

Please let me know if there is other information you would find helpful in discussing this vital project. We should have final bids available by the end of the month which will certainly help with discussions about potential funding.

-Jennifer McCormack, Director

Unrestricted funds not regularly used			
	accumulated income, use for plaza project		Total invested principal
Hunt	\$ 9,090	"building of the library"	\$ 43,030
Hussey	\$ 5,740	general library purposes	\$ 55,301
Rose	\$ 6,147	general library purposes	\$ 24,364
Cramer	\$ 5,104	general library purposes	\$ 23,916
Fairfield	\$ 2,793	general library purposes	\$ 7,602
Clancy	\$ 11,039	general library purposes	\$ 57,208
<b>Total available</b>	<b>\$ 39,913</b>		
<b>Unrestricted funds used regularly for purchases/projects : portion of balance could be used</b>			
	10% of available, use for plaza project		Total available
Bloomfield	\$4,537	general library purposes	\$ 45,371
Misc donations	\$2,544	donated funds to be used at discretion of the Trustees	\$ 25,442
Fines	\$0	To be used in accordance with RSA Section 202-A:11-a	\$ 41,504
<b>Total available</b>	<b>\$7,081</b>		\$ 11,231
<b>Total trust requests for plaza</b>	<b>\$ 46,994</b>		





May 1, 2020

To: Board of Trustees

From: Jennifer McCormack, Library Director

Final bids for the plaza renovation were received, contract award to be announced.  
Total cost for all 3 phases: \$1.8 million, **phase 1 approximately \$800,000**

Clearly the outbreak and subsequent economic challenges have eliminated the possibility of funding the whole project in the upcoming fiscal year, but I am working with the Community Development Director (Sarah Marchant) to identify funding sources to complete at least the first phase which addresses most of the major problems with that area like drainage and ADA compliance.

As the fiscal year comes to a close both Sarah and I hope to identify some surplus funds in this year's budget to be escrowed for the project and I am asking that the Trustees commit funding from a variety of unrestricted trust funds, many of which we have not used or have barely used since I came on board 10 years ago as well as a small amount from a couple of our more frequently used trusts. See attached spreadsheet outlining the funding I would recommend: **\$39,913** from the income on trusts we have not regularly used and another **\$7,081** from more frequently used funding sources. \$46,000 is a small percentage of total cost but I believe the concrete support it demonstrates will be valuable in securing further funding.